



# BRAVO DETACHMENT, 176TH FINANCE BATTALION

## FINANCE NEWSLETTER

### November 2003

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The purpose of this monthly newsletter is to inform the soldiers in Area III of finance issues. Our goal is to keep you informed so that we can work as a team to better serve the soldiers on Camp Humphreys and Area III.

### **OUR GOALS**

Our Finance office is committed to excellent service to AREA III. Our accuracy rate last month was **97%**; timeliness was **97%**. Our goal for accuracy is 100% and timeliness 100% (Thank you, for the support). Our standards are to in-process soldiers within 48 hours and process permanent change of station travel vouchers within three days. **We're committed to the two PFC's rules. Anytime a soldier has an issue not resolved in a timely manner feel free to contact SFC Jenkins, SFC Richardson, 2LT Niosi or CPT Erving.**

### **Family Separation Allowance (FSA)**

Public Law 108-106, The Emergency Supplemental Appropriations Act, signed into law 6 Nov 2003, extended the current rate of \$250 per month for Family Separation Allowance through Sep 2004.

### **THRIFT SAVINGS PLAN (TSP) OPEN SEASON**

The Thrift Savings Plan (TSP) is a Federal Government-sponsored retirement savings and investment plan. The TSP is designed to allow soldiers to save a part of their military pay in a retirement plan that offers pre-tax savings, tax-deferred investment earnings, and low administrative and overhead expenses. Soldiers can even borrow against their TSP balances at anytime at a low interest rate (currently 4.50%) for any reason provided that they maintain at least \$1000 in their accounts. **Open season to enroll in TSP is October 15<sup>th</sup> through 31 December 2003.** Ask your S1 about catch-up contributions. Soldiers may enroll or make changes from the my Pay website (<https://myPay.dfas.mil/emss.htm>) or complete and submit TSP Form U-1 to their servicing finance office. The form is available for download from the TSP website: <http://www.tsp.gov/>. **Fail to plan; plan to fail, invest in your future. Sign up for Thrift Savings Plan.**

### **HELP US HELP YOU**

- Use your unit PAC to submit documents, travel vouchers, and travel or military pay inquiries. Please submit documents only once, as duplicate submission of documents only causes more research and additional time for us to process those documents. The procedures in place allow the PAC to submit documents for you, track those documents, and then once those transactions process, the PAC is notified. **Soldiers should in-process within 3 working days of their arrival. In-processing finance is very critical as it affects accurate payment of entitlements.** If a soldier does not in-process by the 20<sup>th</sup> of the month they arrive and their entitlements change, they will be overpaid and have a debt to the government. It will also ensure that soldiers receive their LES at their unit. **Timely in-processing of personnel will prevent pay problems.**
- Departing soldiers should submit their finance packets no later than 30 days prior to their departure and clear finance the day prior to their flight date. Soldiers in remote locations may out-process finance two days prior to their flight date. In and out processing is by appointment, but exceptions can be made with notification from the PAC. **Thank you for all your assistance.**

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### ***Finance Points of Contact***

Detachment Commander-CPT Erving	753-8202	Chief Disbursing	753-8227
Detachment Sergeant-SFC Richardson	753-8203	Chief of Military Pay	753-8203
Customer Svc SSG Flowers	753-8210	Processing	753-8209
In/ Out Processing-SGT Sosa	753-8585	Travel	753-8215
Battalion Commander-LTC Kucharuk	725-8838	Battalion CSM	723-7959
175 <sup>th</sup> FINCOM WEBSITE			<a href="http://175fincom.korea.army.mil">http://175fincom.korea.army.mil</a>
Commander's Hotline for Unresolved Military or Civilian Pay Inquiries			725-CASH

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#### *OFFICE HOURS*

Monday-Wednesday & Friday: 0900-1600

Cashier Cage closes at 1500 daily.

NOTE: Finance is CLOSED every Thursday